

Content

1. Basic information about copying.....	1
2. Copying courses/course templates.....	2
3. Transferring content to existing courses	3
4. Support and contact.....	4

In these instructions, we will show you how to copy courses/templates/groups on ILIAS, how to copy only selected content and what you have to keep in mind. There are different approaches for different scenarios.

1. Basic information about copying

You can copy entire courses and groups as well as individual objects on ILIAS. For example, if you want to offer a course again in the same or similar form, you can copy it completely. This will copy (almost) all objects as well as the course layout. The former **participant data will not be copied**, which is also recommended and useful for data protection reasons.

A few objects cannot be copied, such as Panopto and Vimp videos. For these, you will be presented with the "Link" option. However, it is not advisable to make use of this option, since the object is accessed in the old course. In this case, we recommend to create the object again. Alternatively, you can move the object (however, please note that it will no longer be available in the old course then). Instructions for Panopto can be found on the [Panopto Support](#) pages.

1.1 Courses are located in the category "Courses from HISinOne".

For courses in the category "Courses from HISinOne" on ILIAS, there are some aspects to keep in mind:

- Courses of this category are always created automatically via the interface to HISinOne, which means that students are automatically added to the course and titles can no longer be changed.
- These courses may not be moved.
- New courses may not be created independently in this category.

If you want to copy a course from this category to another, this is no problem, you can proceed as described in chapter 2. However, it is not possible to copy courses within the category "Courses from HISinOne".

With the function "Adopt content", you can adopt content from other courses (if you are the course administrator), or you can also adopt course templates provided by us into an automatically created HISinOne course. Depending on your choice, the design and also objects will be adopted. This function is explained in chapter 3.

1.2 You want to copy a course template

If you would like to use a course template provided by us ([link to course templates](#)), you can decide whether this template should be used in an existing course or whether you would like to create a new course.

In the first case, please use the function "Adopt content" (see chapter 3), in the second case, please use the "Copy course" function (see chapter 2).

1.3 You want to copy an entire course

If you want to copy a course, e.g. from the last semester, into the new semester, because it takes place again and is not automatically created by the interface to HISinOne, please refer to the description in chapter 2. You

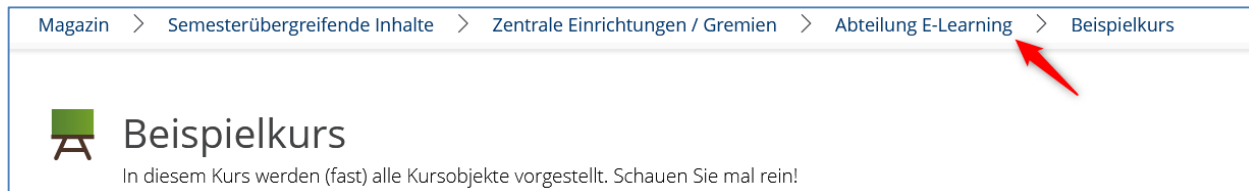
only have to keep in mind, that not all objects or their content can be copied, such as videos in Panopto objects. Therefore, please always check for completeness after the copying process.

1.4 You only want to copy individual, selected content

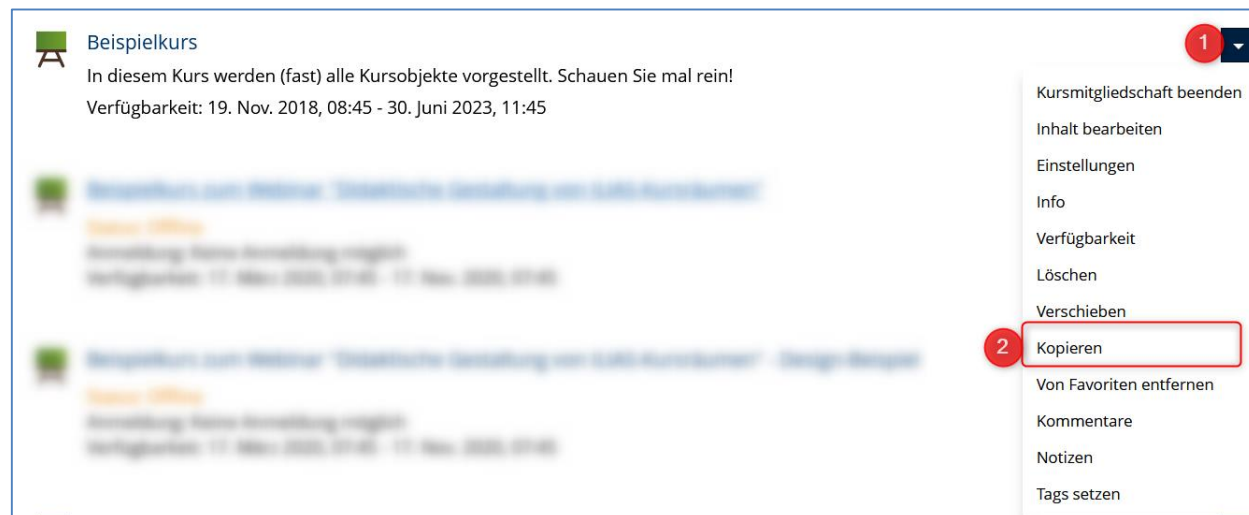
If you only want to copy selected content, you do not have to copy the entire course, but you can use the "Adopt content" function in the new course, as described in chapter 3.

2. Copying courses/course templates

Open the course/course template you want to copy, and from there go up one level in the navigation bar at the top - that is, to the category where the course is located.



In the list of courses that are located in this category, you will also find the entry for your course. Click on the blue arrow (1) to the right of the course title and select the copy function (2) in the pull-down menu.



Then please select the place where the course should be copied. To do so, click on the gray arrow to select the appropriate semester and then the location in the faculty where you want to insert the new course and then confirm with the green "Continue" button.

Then please select which content you want to copy.

Please note: Not all objects/content of a course can be copied, e.g. Panopto and Vimp videos. For this content, you can see the „Link“ option. However, this is not advisable, because the object is accessed in the old course. In this case, we recommend that you create the object again. Alternatively, you can move the object (it does not longer exist in the old course then). Instructions on Panopto can be found on the [Panopto Support](#) pages.

When the copy process is complete, you can update the course and the individual objects and create new ones, if necessary. Please make sure that you edit the copy - it is marked as such in the title - and not the old course.

You will then have to change the title and the settings of the new course.

3. Transferring content to existing courses

If you want to transfer individual elements from one course to another, you can use the "Adopt content" function.

To do so, select →"Manage" under the "Content" tab in the target course. You will find the "Adopt content" button there.



The screenshot shows the ILIAS course management interface for a course titled "Beispielkurs". The course description reads: "In diesem Kurs werden (fast) alle Kursobjekte vorgestellt. Schauen Sie mal rein!". The interface has several tabs: "Inhalt", "Info", "Einstellungen", "Mitglieder", "Lernfortschritt", "Metadaten", "Export", "Rechte", and a dropdown menu. Below the tabs, there are buttons for "Zeigen", "Verwalten", and "Sortieren". The "Verwalten" button is highlighted with a red box. Below these buttons, there is a row of action buttons: "Löschen", "Verschieben", "Kopieren", "Verknüpfen", "Herunterladen", and "Inhalte übernehmen". The "Inhalte übernehmen" button is also highlighted with a red box.

A window will open, where you can select the course or group whose content you want to copy. Make the appropriate selection, e.g. a course template, and click "Continue" at the very bottom of the page.

Then select which content you want to copy. A shortcut is not recommended in most cases. Then click on "Copy course".

The selected content will then be transferred to your target course.

Please note: Sometimes you remain in the "Manage" mode even after leaving the course. You will notice this, among others, by the fact that buttons such as "Add new object" etc. seem to be missing. In this case, please go back to the course and click "View" under the "Content" tab. We hope that this bug will be fixed soon.

4. Support and contact

On ILIAS, you will find the "Support" section in the repository with detailed instructions and support materials and a forum for questions about ILIAS.

Please feel free to contact us: ilias@rz.uni-freiburg.de.

License notice



This Instruction on ILIAS was created by the E-Learning Service Center of the University IT Services and is licensed under a [Creative Commons Attribution-ShareAlike 4.0](https://creativecommons.org/licenses/by-sa/4.0/)

[International License](https://creativecommons.org/licenses/by-sa/4.0/)

Impressum: Universität Freiburg, Fahrenbergplatz, 79098 Freiburg